

Express Filing Application Process

Thank you for your interest in using Washington State Department of Labor and Industries' Express Filing service.

Once your account is activated, this web-based service will automate filing the Employer's Industrial Insurance Quarterly Report.

Please use this guide for assistance in completing the process.

1) Sign Up

- A. Go to Express Filing's Registration Process page at <http://www.lni.wa.gov/ClaimsInsurance/RatePremium/PayPrem/RegProcess/default.asp>
- B. Click on the Sign Up link in the left navigation bar or text area of the Registration Process page.
- C. For filing online, you must choose **one** of the following two methods.
NOTE: You will use this method **every** time you want to access Express Filing.

1. Logon ID and Password

- When creating the logon ID, it needs to be unique to Labor and Industries; it must not be the same logon ID used with other state agencies.
- Passwords are case sensitive.
- The logon ID process can take up to 30 minutes to verify.
- If a duplicate is found, you'll receive an e-mail asking you to try another logon ID.
- If your chosen logon ID is accepted, you'll receive an e-mail with a subject line of, "Welcome to Labor and Industries' Express Filing Services." It'll have instructions for enrolling.

2. Digital Certificate

- If the digital certificate method is selected, you will be taken to Transact Washington's web site. You will apply for a digital certificate from that web site. Please follow their process.
- Express Filing uses a "Standard" level certificate.
- You may want to verify the level of certificate that you'll need in order to access other online services with other state agencies before purchasing the digital certificate.
- The digital certificate process for a standard level can take up to 3 days to complete.
- When your digital certificate is accepted you'll receive an e-mail with a subject line of, "Welcome to Labor and Industries' Express Filing Services." It'll have instructions for enrolling.

2) Enroll

- A. Go to the File My Report page at
<http://www.lni.wa.gov/ClaimsInsurance/RatePremium/PayPrem/File/default.asp>
- B. Click on the option you chose during the registration process in 1C above.
- C. Select one of the following payment methods:
 1. Pay by Check
 - A paper check sent to Labor and Industries accompanied by the payment voucher. Mailing address is on the voucher.
 2. Debit (EFT) Electronic Fund Transfer
 - Employer supplies all banking information. This process can take up to 9 days to verify. The employer will not be able to file until the banking information has been verified.
 3. Key in your Labor & Industries Account Number
 4. Click on the Submit button.
 5. Click on the Report Menu button.
 6. On the Report Menu page, click on Activate Account under the category of Account Authorization.

3) Activate

- A. You will receive a Participation Activation Code (PAC) in two ways:
 1. Through the US Postal Service in 5-7 days.
 2. Printed above the return address on the quarterly report sent to you by L&I.
- B. On the Activate Account page, key in your PAC in the PAC field/box.
- C. Click on the Activate button.

4) File

- A. Go to the File My Report page at
<http://www.lni.wa.gov/ClaimsInsurance/RatePremium/PayPrem/File/default.asp>
 1. Select your secure option for access.
 2. Click on File Employer's Quarterly Report for Industrial Insurance.
 3. Click on the account number to the left of page.
 4. Complete the report form.
 5. Submit report.

Please be aware that the current quarter information displays online until the "due date."

If you experience any difficulties, first refresh your browser's page by pressing Ctrl+R. You could be viewing a cached page that you previously visited. Refreshing with this method will force the browser to check for a new page and display the most recent version.

If you would like assistance with this process, please call your Enrollment Coordinator at **360-902-5999**.